

Approved For Release 1999/09/07 : CIA-RDP78-03568A000800050008-0

~~CONFIDENTIAL~~

STAFF				DCI		OFFICE CODE A	APPROVAL DATE 31 July 1954	CONTROL NUMBER 463	PAGE 1 OF 1 PAGES	
DELETIONS				ADDITIONS						
ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION NUMBER	CD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION NUMBER	CD	NEW T/O	ORGANIZATION CODE MACHINE RECORDS	
<div style="writing-mode: vertical-rl; transform: rotate(180deg);">Div. 9-21-534</div>				OFFICE OF THE DIRECTOR						
				Security Officer (Place on T/O after Security Asst Security Asst (Place these 2 posit Secretary (Steno) (Place on T/O after						
									25X1C	
This action increases the T/O strength of the Office of the DCI by Approved by the DD/A on 31 July 1954 (ER-5-7199)										
NEW OFFICE TOTALS				APPROVAL						
T/O Strength 25X9A2				THE T/O AS NECESSARY MAKE CHANGES ON OFFICE RECORDS EARLY MACHINE T/O IS RECEIVED.						
Approved For Release				25X1A9a & Wage Division						

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5-7199

JUN 28 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Additional Positions for the Office of the Director,
Central Intelligence Agency

1. Attached as Tab A is a memorandum dated 20 May 1954 from the Director of Security requesting the establishment of [REDACTED] additional positions in the Office of the Director.

25X1C

2. The additional positions will provide for the performance of the following functions:

a. To assure the protection of personnel, material and matter of general security consideration within the immediate office, as well as the proper handling of visitors, mail and other communications.

b. To assure the protection of the Director and his staff during normal working hours and, when necessary, for the Director and for such classified material as he may have in his possession at his residence.

c. To provide for the reception of visitors to the Director's office and perform such clerical duties as may be required by the Security Officer.

3. The positions proposed are as follows:

25X1C

Security Officer
Junior Agent
Junior Agent
Secretary (Receptionist)



25X1C
25X1C
Attached as Tab B is the concurrence of the Assistant Director for Personnel. The Budget Division states in memorandum of 4 June 1954, Tab C, that this action will require a ceiling increase of [REDACTED] at an estimated cost of \$18,860 per annum. Also attached as Tab D is a memorandum to the DCI requesting approval for the transfer of [REDACTED] ceiling positions from the DCI Reserve.

25X1C

4. Approval of this request will require an increase of [REDACTED] in the present personnel ceiling of the Director's Office, at an estimated cost of \$18,860. Your approval is recommended.

25X1A9a

~~SECRET~~

Chief, Management Staff

ATTACHMENTS:

Tab A - Proposal
Tab B - Concurrence of AD/P
Tab C - Concurrence of Budget Div.
Tab D - Memo to the DCI (WITHDRAWN)

APPROVED:

Date:

JUL 31 1954

* [REDACTED]
L. K. WHITE
Deputy Director
(Administration)

FOIAb3b

DISTRIBUTION:

Orig. & 1 - Office of Personnel
2 - DD/A
2 - Office of the Director
1 - Director of Security 25X1A9a
1 - Comptroller
1 - MS Comeback [REDACTED]

25X1C

* Approval was given by the ^{Deputy} Acting Director for the withdrawal of [REDACTED] ceiling positions from the Director's Reserve. Please adjust your records accordingly [REDACTED]

FOIAb3b